

City of Chelsea

Position Description

JOB TITLE: Management Assistant – Communications*

DEPARTMENT: Health and Human Services

DIVISION: Recreation and Cultural Affairs

HOURLY RATE OF PAY: \$23.51/hour

*This is currently a part time position with benefits

SUMMARY STATEMENT OF DUTIES

Under general supervision, coordinates a spectrum of communication projects ranging from design and production of materials to branding, marketing and messaging of the Division's programs, projects, and events, and improves citizens' awareness of programs and services through community and neighborhood outreach.

ESSENTIAL JOB FUNCTIONS AND DUTIES

Graphic Design

- Design and layout graphic communication pieces including direct mail, course booklets, fliers, calendars, posters.
- Assist with all aspects of designing literature and public outreach for the Recreation and Cultural Affairs Division programs & events.

Media Communication

- Manage the Division's social media platforms, public pages, and channels of communication such as Face book, Twitter, public website, among others.
- Draft and finalizes materials for external and internal use (i.e. press releases, digital brochure)

Partnerships

- Build and foster relationships with local press to provide pertinent information to media and constituents as needed.
- Maintain exceptional understanding and knowledge of the Division's goals, objectives and programs.
- Respond to public concerns and queries as needed.
- Participate in regular meetings with the Division Director to monitor compliance with established policies and progress in the implementation of goals and objectives.

QUALIFICATIONS

Education/Experience

- Bachelor's Degree in Graphic Design, Journalism, Communications, or in a similar field or an equivalent combination of education and experience with a focus in graphic design and public relations.
- Minimum of two years' experience performing similar duties preferably with an advertising agency and/or marketing department.
- Proficiency in Microsoft Office and Adobe Creative Suites required.

Skills/Knowledge/Abilities

- Advanced skills in Adobe Illustrator, Adobe In-design, and Adobe Photoshop.
- Strong attention to fine details and focus in completing tasks (editing, proofreading, documents, checking grammar and spelling errors).
- Experience managing e-websites, including writing and publishing content is an asset.
- Flexibility in working with others ideas and accepts criticism well.
- Has a creative eye and is an out of the box thinker.
- Advanced organizing and project coordination skills.
- Excellent verbal and written communication skills.

SUPERVISION

- Supervision Given: None
- Supervision Received: Recreation and Cultural Affairs Division/Community Schools Director

August 2016 (LP/DC)